



## District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

### Addendum

Addendum No. 1

Issued: September 5, 2018

### EMERGENCY VISUAL INSPECTION SERVICES E18-33

All Respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority submits its **RESPONSES** to all **QUESTIONS** received related to the subject solicitation and **REVISES** the solicitation as referenced in Attachment A.

**All Other Terms and Conditions Remain Unchanged  
End of Addendum No. 1**

Cheryl Moore  
Contracting Officer

Acknowledgement of Receipt:

Respondent: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**I. QUESTIONS & RESPONSES**

**QUESTION 1:** C.6.2 Proposal Content asks for Experience in Developing Site Plans and Designs. How is this experience relevant to conducting visual inspections of residential housing?

**ANSWER 1:** This experience is not relevant to conducting visual inspections of residential housing. **REVISE** Page 7, Proposal Content, C.6.2; 3) – **DELETE**, Experience in Developing Site Plans and Designs.

**QUESTION 2:** It is not clear from Scope of Work (SOW) what columns to use on Exhibit 1 for visual inspections vs. testing. Please advise.

**ANSWER 2:** **DELETE** solicitation Exhibit 1 and **REVISE** with Exhibit 1A.

**QUESTION 3:** How are other costs, i.e., indirect costs proposed? Should they be reflected in the price per unit cost?

**ANSWER 3:** Price shall be proposed on a fixed fee per unit basis. Respondents should consider all costs to submit a fully-burdened fee per unit.

**QUESTION 4:** Please clarify the page count limitation for this proposal – is it 50-pages or 30-pages? Sections C.6 CONTENT OF PROPOSALS and C.6.1 Proposal Format state proposals shall not exceed fifty (50) pages. And C.7.11 Certifications/Attachments refers to a 50-page limitation.). However, sections C.7.8 References, C.7.9 Experience with HUD Section 3 and Section 3 Plan and C.7.10 Minority/Women/Certified Business Enterprise (M/WBE) Equity Plan refer to a 30-page limitation (Supporting Documentation not included in 30-page limitation.)

**ANSWER 4:** All proposal submissions shall have a thirty (30)-page limitation. Supporting documentation not included in 30-page limitation.

**QUESTION 5:** Please clarify the meaning of Banking Services for Independent Government Agencies that is referred to in section C.7.2 Executive Summary/Introduction Letter of Interest..... ability to perform the work and history of providing Banking Services for Independent Government Agencies.

**ANSWER 5:** Page 8, Executive Summary/Introduction

**DELETE:**

Letter of Interest that includes executive summary/introduction detailing the history and attributes of the company; name and address of the Respondent; website and telephone number; email address of contact; a brief description of the understanding of the Scope of Services; ability to perform the work and history of providing Banking Services for Independent Government Agencies.

**REPLACE WITH:**

Letter of Interest that includes executive summary/introduction detailing the history and attributes of the company; name and address of the Respondent; website and telephone number; email address of contact; a brief description of the understanding of the Scope of Services; ability to perform the work and history of providing Emergency Visual Inspection Services for Independent Government Agencies.

**QUESTION 6:** Is this RFP for 'Emergency' inspection services or Inspection services where there may be an occasional emergency inspection?

**ANSWER 6:** This RFP is for Emergency Visual Inspection Services. Most inspections will be schedule a week prior to the intended inspection. However, some inspections may be scheduled one (1) day in advance on an emergency basis with inspection to be completed within two (2) days.

**QUESTION 7:** Please confirm there will be multiple awards resulting from this solicitation.

A.2 states: *DCHA contemplates the award of multiple contracts for three (3) year terms; based upon the availability of funds, resulting from this solicitation.*

However, E.2.4 states: *DCHA does not intend, however, does reserve the right to make multiple awards to ensure availability of a wide range of*

Addendum No.1 |  
**Attachment A**

*products or services.*

**ANSWER 7:** DCHA intends to make multiple awards.

**QUESTION 8:** Section B.1 – Description of Services - DCHA shall notify Contractor at least one (1) business day in advance to schedule any emergency or complaint inspection(s); Contractor shall call the resident to schedule and conduct the visual residential housing unit inspection. .... Emergency inspections shall be scheduled by DCHA to be conducted by the Contractor within two (2) business days.

**Question:** This is confusing, for emergency inspections will the contractor or DCHA schedule emergency inspections?

**ANSWER 8:** DCHA will contact Contractors and Residents to notify them of all required Visual Inspections. Contractors will not contact residents but are required to schedule and conduct the visual inspections. “Schedule” refers to Contractor’s schedule.

**REVISE page 3; paragraph 3 as follows:**

DCHA shall notify Contractor at least one (1) business day in advance to schedule any emergency or complaint inspection(s); Contractor shall schedule and conduct the visual residential housing unit inspection.

**QUESTION 9:** Questions are due to DCHA August 28<sup>th</sup> by noon and DCHA will need time to respond. And there is a major Holiday – Labor Day the following weekend.

**Question:** Will DCHA consider extending the proposal due date by one-week to September 19<sup>th</sup>?

**ANSWER 9:** No.

**II. SOLICITATION REVISIONS**

SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS, G.1 EXHIBITS page 29 **DELETE** Exhibit I Price Proposal and **REPLACE** with

[Exhibit 1A-](#) Price Proposal